



## **NATIONAL HIRE VACANCY ANNOUNCEMENT**

**OPENING DATE:** September 19, 2006  
**CLOSURE DATE:** October 10, 2006  
**POSITION TITLE:** AID Project Management Assistant  
**GRADE:** FSN-8 (In case a successful applicant does not meet the full education and/or experience requirements as stated, the position will be filled below the full performance grade level, at FSN-7 Trainee Level)

### **SUMMARY OF DUTIES:**

This position is located in the office of USAID/Armenia, in Yerevan. The primary function of this position is to provide a full range of program and office management support to the Health and Social Reform portfolios.

The incumbent is the secondary liaison with partners on behalf of the Health and Social Transition Team members. Communicates with USAID/Armenia implementing partners for the purposes of: 1) keeping apprised of health and social reform issues; 2) ensuring the timely management of activity functions and procedures; 3) collecting and verifying information pertaining to program/project planning and implementation (e.g. statistics, activity progress reports, and proposals); 4) maintaining the upkeep of files or database for correspondence and activity reports, etc of partners; 5) monitoring and evaluating activities in the fields of public health reform, reproductive and maternal/child health, pension reform, labor and employment issues, humanitarian assistance, social assistance, etc.

Is responsible for analyzing work plans to ensure that the documents accurately reflect the proposed activity and are realistic to implement in a given environment. Is responsible for administering the process of project implementation by providing assistance/information to the grantees on USAID rules and regulations, standards and procedures; program start-up and/or implementation, transfer of property, etc. Is responsible for ensuring the timely submission of narrative and financial reports by implementing partners. Examines the information provided against set objectives and goals.

Collects and synthesizes data to contribute to both the Health and Social Reform Performance Monitoring Plans (PMP). Is responsible for: 1) tracking the collection of performance data; 2) preparing inventories of current indicators, information collected, and information still needed; 3) devising more efficient methods for collecting information, 4) checking on verifiability and accuracy of data; and 5) determining that the information gathered is in accordance with the indicators of the PMP.

Is responsible for organizing USAID/Armenia-sponsored seminars and meetings related to health and social transition. Coordinates Health and Social team members' and contractors/grantees travel. Provides support and assistance to all USG Temporary Duty (TDY) Travelers for the Health and Social Reform teams to Armenia.

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## QUALIFICATIONS:

**a. Education:** Possession of University/College Degree (i.e. Bachelors Degree) in the field of public health, medicine, political science, law, public or international affairs, economics, public financial management or business administration is required.

**b. Prior Work Experience:** The incumbent is required to have worked a minimum of five (5) years in progressively more responsible positions with a focus on programs or activities that address public health reform, maternal/child health, social protection, and/or social assistance. Prior work experience must demonstrate increased responsibility for managing, coordinating, and analyzing program or project activities. At least three (3) years of this experience should have been with a U.S. Government Agency or other international/local organization or donor.

**c. Language Proficiency:** Level IV, strong written and oral proficiency in English is required. Level V (Native Speaker) in Armenian and Russian is also required.

**e. Knowledge:** Knowledge of the concepts and techniques of public health reform and/or social system strengthening is required. In addition, the incumbent should have a comprehensive knowledge and understanding of Armenia's political, economic, and social systems as well as the organization of the Government of Armenia. Current knowledge of development and reform in all of these areas is also desired.

**f. Skills and Abilities:** The incumbent is required to be able to: (1) obtain, analyze, and evaluate a variety of data; (2) organize and present technical information in concise written and oral form; (3) plan, develop, manage and evaluate important and complex programs independently; (4) furnish information and advice in assigned areas objectively; (5) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; (6) type accurately; (7) edit documents, (8) focus on details; and, (9) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.).

**WHO MAY APPLY:** Unlimited

**HOW TO APPLY:** Complete Standard Form, SF 171 (Application for Federal Employment) or Optional Form, OF 612 (Optional Application for Federal Employment). Applicants may attach a resume or CV.

**Applicants must attach a cover letter in English explaining in detail how the applicant's academic background and work experience meet the requirements of the position.** Application forms are available in the Main Entrance, Reception Area of the U.S. Embassy. Completed application forms must be deposited in the USAID Application Box located at the U.S. Embassy, 1 American Ave., Yerevan, not later than **6 p.m. October 10, 2006.**

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